



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, November 5, 2012  
4:00 p.m.

Pg. #      ITEM

### MINUTES

- GP-7**      *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, October 15, 2012, and of the meeting of the Special General Purposes Committee held on Monday, October 22, 2012.*



### FINANCE AND CORPORATE SERVICES DEPARTMENT

1.      **2013 COUNCIL AND COMMITTEE MEETING SCHEDULE**  
(File Ref. No. 01-0105-00/Vol01) (REDMS No. 3632263)

**GP-13**

See Page **GP-13** for full report

*Designated Speaker: David Weber*

### STAFF RECOMMENDATION

*That the 2013 Council and Committee meeting schedule, attached to the staff report dated October 3, 2012, from the Director, City Clerk's Office, be approved, including the following revisions as part of the regular August meeting break and December holiday season:*

- (1)      *That the Regular Council Meetings (open and closed) of August 12, August 26, and December 23, 2013 be cancelled;*

- (2) *That the August 19, 2013 Public Hearing be re-scheduled to Tuesday, September 3, 2013 at 7:00 pm in the Council Chambers at Richmond City Hall.*



2. **MILLENNIUM KARAOKE LTD. UNIT 201 – 4451 NO. 3 ROAD LIQUOR PRIMARY APPLICATION**

(File Ref. No. 12-8275-05/2012) (REDMS No. 3684558)

GP-17

See Page GP-17 for full report

*Designated Speaker: Glenn McLaughlin*

STAFF RECOMMENDATION

*That the application by Millennium Karaoke Ltd., for a Liquor Primary Licence at 4451 No. 3 Road Unit 201, in order to offer liquor service, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:*

- (1) *Council recommends the issuance of the proposed licence based on the lack of community responses received and that the operation will not have a significant negative impact on the community.*
- (2) *Council's comments on the prescribed criteria (set out in section 10(3) of the Liquor Control and Licensing Act Regulations) are as follows:*
  - (a) *The location of the establishment is zoned Auto-Oriented Commercial (CA) and the proposed use was reviewed and conforms to the regulations for the area;*
  - (b) *The proximity of the proposed location to other social or recreational and public buildings was considered. There are no public schools or parks within a 50 metre radius of the proposed liquor primary location;*
  - (c) *That a LCLB application for a 100 person capacity operation, with liquor service hours of 2:00 p.m. to 2:00 a.m. Monday to Sunday, be supported. Support for a 150 person capacity operation is not given;*
  - (d) *The number and market focus or clientele of liquor primary license establishments within a reasonable distance of the proposed location was considered;*
  - (e) *The potential for additional noise in the area if the application is approved was considered;*

- (3) *As the operation of the establishment as a liquor licensed establishment might affect nearby residents, the City gathered the view of the residents as follows:*
- (a) *As per City Policy, residents, property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application and were provided with instruction on how comments or concerns could be submitted;*
- (b) *In addition, signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instruction on how community comments or concerns could be submitted.*
- (4) *Council's comments and recommendations respecting the views of the residents are as follows:*
- (a) *There were no responses to all public notifications and based on the lack of any responses received from the community, Council considers that the application is acceptable to the majority of the community and residents and businesses in the nearby area.*



## ENGINEERING & PUBLIC WORKS DEPARTMENT

### 3. COMMUNITY CHARGING INFRASTRUCTURE FUNDING AGREEMENT

(File Ref. No. 10-6000-01/2012-Vol 01) (REDMS No. 3683961)

GP-25

See Page GP-25 for full report

*Designated Speaker: Suzanne Bycraft*

#### STAFF RECOMMENDATION

*That the City enter into an agreement with the Fraser Basin Council in respect to funding for the installation of ten community charging stations as described in the staff report titled Community Charging Infrastructure Funding Agreement, from the Director – Public Works Operations and on the terms and conditions set out in the staff report, including specifically that the City grant an indemnity to Fraser Basin Council for any losses that the Fraser Basin Council may suffer in relation to their connection with this project.*



## COMMUNITY SERVICES DEPARTMENT

4.    **SPONSORSHIP ARRANGEMENTS AT CITY SUBSIDIZED EVENTS POLICY**  
(File Ref. No.) (REDMS No. 3441015)

**GP-67**

See Page **GP-67** for full report

*Designated Speaker: Vern Jacques*

### STAFF RECOMMENDATION

*That the proposed Sponsorship Arrangements at City Subsidized Events Policy as presented in Attachment One of the staff report dated October 16, 2012 from the Senior Manager, Recreation, be approved.*



## COUNCIL / SCHOOL BOARD LIAISON COMMITTEE

5.    **CHILD POVERTY ISSUES & INITIATIVES IN THE RICHMOND SCHOOL DISTRICT**  
(File Ref. No.)

**GP-71**

See Page **GP-71** for full report

### COUNCIL / SCHOOL BOARD LIAISON COMMITTEE RECOMMENDATION

*That Richmond City Council consider:*

- (1)    *That the report to the Richmond Board of Education titled Child Poverty Issues and Initiatives in the Richmond School District, dated September 17, 2012 from the Assistant Superintendent be referred to staff:*
  - (a)    *for analysis; and*
  - (b)    *to examine what is being done at the City and at the School District, including comments from the Richmond Community Services Advisory Committee and the Poverty Response Committee and report to the appropriate City Committee; and*
- (2)    *That staff report back to the Council / School Board Liaison Committee by Spring 2013.*



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ITEM

6. **SOCIAL SERVICES WELLNESS PROGRAMS IN ELEMENTARY SCHOOL GYMS**

(File Ref. No.)

**GP-73**

See Page **GP-73** for full report

COUNCIL / SCHOOL BOARD LIAISON COMMITTEE  
RECOMMENDATION

*That Richmond City Council consider:*

*That staff explore opportunities for Richmond non-profit social service agencies to provide recreation opportunities under the current City / School District agreement and report back to the Council / School Board Liaison Committee.*

☐

**ADJOURNMENT**

☐





## General Purposes Committee

Date: Monday, October 15, 2012

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Linda McPhail  
Councillor Harold Steves

Absent: Councillor Bill McNulty

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, October 1, 2012, be adopted as circulated.*

**CARRIED**

### COMMUNITY SERVICES DEPARTMENT

1. **GARDEN CITY LANDS - PLANNING PROCESS 2013-2014**  
(File Ref. No. 06-2345-20-GCIT1) (REDMS No. 3671192)

It was moved and seconded

## General Purposes Committee

### Monday, October 15, 2012

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*That the Garden City Lands planning process as described in the staff report titled Garden City Lands – Planning Process 2013-2014 dated October 4, 2012 from the Senior Manager, Parks be endorsed.*

The question on the motion was not called as a brief discussion ensued among Committee members and Mike Redpath, Senior Manager, Parks Programs about:

- the timing of the technical analysis and process;
- the dedicated staff time to the project. It was noted that one staff person is dedicated to the Garden City Lands (GCL) planning process;
- the need to reallocate the park planning priorities accordingly for the 2013 budget;
- the Parks Open Space Strategy, anticipated to be completed in 2013; and
- the financial impact of the GCL Planning Process. It was noted that the funding of the Inventory and Analysis is available within the appropriated surplus account, and further funding will be funded from Parks Advance Design. The total expenditure will be considered during the 2013 budget process.

The question on the motion was then called, and it was **CARRIED**.

#### 2. **RICHMOND OLYMPIC EXPERIENCE PROJECT**

(File Ref. No.) (REDMS No. 3685443)

John Mills, General Manager, Richmond Olympic Oval, provided background information related to the proposed project and the following was noted:

- the proposed project will provide an important arts and culture component in Richmond, and an additional reason to visit the Oval;
- research has indicated that the public visits and supports Olympic-related displays, even relating to events that are decades old;
- the Olympic Experience Project does not require any further funding from the City of Richmond; and
- the proposed project would result in the Oval becoming North America's first member of the Olympic Museum Network.

A discussion then ensued among Mr. Mills and members of the Committee about:

- the logistics of the proposed project within the Oval building, including the relocation of the fitness space and gym equipment;
- the inclusion of a City of Richmond sports achievements display in the Oval as part of the project;



## General Purposes Committee

### Monday, October 15, 2012

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- how to involve the community in the proposed project, including liaising with various community groups such as the Richmond Sports Council, and local athletes;
- admissions to the Oval and the types of tours that would be available to both Richmond residents and visitors;
- the feasibility of Richmond becoming a heritage hub which would include the proposed Richmond Olympic Experience and various tourist attractions such as the Gulf of Georgia Cannery and the Britannia Heritage Shipyard;
- financing for the Richmond Olympic Experience museum in comparison to other Olympic museums, and how the existing resources at the Oval would be used to support this project and result in lower costs to operate and maintain the Museum;
- the types of displays that will be considered, including interactive displays, film, memorabilia, digital imagery, and other ideas for sports related displays, as well as access to official Olympic museum inventory;
- the project construction budget and timing;
- concerns about becoming the first Olympic Museum in North America, and rationale for why other North American Olympic host cities have not joined the Olympic Museum Network;
- the need for a clear business plan for the project, and the viability of the project in terms of being profitable.

It was moved and seconded

- (1) *That the Richmond Olympic Experience project concept and design, as outlined in the staff report from the Director, Arts, Culture and Heritage dated October 12, 2012, be endorsed; and*
- (2) *That the Board of Directors of the Richmond Olympic Oval Corporation be advised of Council's support for the Olympic Experience project.*

The question on the motion was not called as a brief discussion ensued about the value the proposed project would bring to Richmond's tourism industry.

The question on the motion was then called, and it was **CARRIED** with Cllr. Au opposed.

**General Purposes Committee**  
**Monday, October 15, 2012**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:15 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the General  
Purposes Committee of the Council of the  
City of Richmond held on Monday,  
October 15, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Sarbjit Dhaliwal  
Executive Assistant  
City Clerk's Office



## Special General Purposes Committee

Date: Monday, October 22, 2012

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Harold Steves

Absent: Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 4:09 p.m.

## ENGINEERING & PUBLIC WORKS DEPARTMENT

### 1. PROPOSED JET FUEL DELIVERY PROJECT ENVIRONMENTAL ASSESSMENT PROCESS UPDATE

(File Ref. No. 10-6600-06-01) (REDMS No. 3688213 v.2)

Cecilia Achiam, Interim Director, Sustainability and District Energy, advised that the working group has resolved most of the issues raised by the First Nations, and that concerns related to fire rescue in connection to the proposed project remain.

It was moved and seconded

- (1) *That having reviewed the Vancouver Airport Fuel Delivery (VAFD) proposed Highway 99 pipeline route option, the City reiterate its position by stating that City Council continues to be opposed to the transportation of jet fuel on any arm of the Fraser River, and reconfirms the Council positions set out in the staff report dated October 16, 2012, from the Interim Director, Sustainability and District Energy;*

**Special General Purposes Committee**  
**Monday, October 22, 2012**

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- (2) *That the City continue to participate in the Environmental Assessment Office (EAO) and Oil and Gas Commission (OGC) processes;*
- (3) *That letters be sent to the local MPs, MLAs, the Federal and Provincial Ministers of the Environment, the Prime Minister, the Premier, the Provincial and Federal Opposition Leaders, the Vancouver Airport Fuel Facilities Corporation (VAFFC), Delta Council, Metro Vancouver, the First Nations, and the VAFFC consortium under the Mayor's signature reiterating Richmond City Council's opposition to the proposal generally, and in opposition to the transportation of jet fuel on any arm of the Fraser River; and*
- (4) *That the City seek a meeting with Hon. Terry Lake, Minister of Environment to reiterate Richmond's opposition to the proposal and the transportation of jet fuel on the Fraser River and seek an alternative solution such as the continued use of the existing jet fuel line.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:12 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, October 22, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Sarbjit Dhaliwal  
Executive Assistant  
City Clerk's Office



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 3, 2012

**From:** David Weber  
Director, City Clerk's Office

**File:** 01-0105-00/Vol 01

**Re:** 2013 Council and Committee Meeting Schedule

### Staff Recommendation

That the 2013 Council and Committee meeting schedule, attached to the staff report dated October 3, 2012, from the Director, City Clerk's Office, be approved, including the following revisions as part of the regular August meeting break and December holiday season:

- (1) That the Regular Council Meetings (open and closed) of August 12, August 26, and December 23, 2013 be cancelled;
- (2) That the August 19, 2013 Public Hearing be re-scheduled to Tuesday, September 3, 2013 at 7:00 pm in the Council Chambers at Richmond City Hall.

David Weber  
Director, City Clerk's Office  
(604-276-4098)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO	INITIALS: 

## **Staff Report**

### **Origin**

For many years, Council has supported a summer meeting break during August, and adjustments to the meeting schedule during the December holiday season. Accordingly, the Council meeting calendar is being presented at this time (**Attachment 1**) to provide certainty and more advance notice of Council's schedule for the coming year.

### **Analysis**

#### August meeting break

In accordance with the Council Procedure Bylaw, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, to accommodate the August meeting break, it is recommended that the Regular Council meetings of August 12 and 26, 2013 be cancelled.

Changes to the Committee meeting dates can be altered at the call of the Chair, as circumstances arise closer to the dates of the meetings, and do not require a resolution. The only change that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee that would normally fall on July 23<sup>rd</sup>, 2013, the day after the last Council meeting before the August meeting break. Instead, and in order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 22<sup>nd</sup>, 2013, it is proposed that the PRCS Committee meeting be moved to the previous week (Thursday, July 18<sup>th</sup>).

With regard to the August Public Hearing meeting, in keeping with past practice, staff propose it be re-scheduled from August 19 to September 3, 2013. This change to the Public Hearing schedule minimizes the delay, due to the summer meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

#### December holiday season

City Hall will be closed from Wednesday, December 25, 2013 and re-open on Thursday, January 2, 2014 in recognition of the holiday season. Given this schedule and the lateness of the date of the second Regular Council meeting in December, it is recommended that the Council meeting on the evening of December 23, 2013 also be cancelled. In its place, and in accordance with past practice, a Special Council meeting would be called during the week of December 16<sup>th</sup> in conjunction with one of the last Committee meetings of the year in order to deal with any business arising from the committees that is of a time-sensitive nature.

October 3, 2012

**Financial Impact**

None.

**Conclusion**

It is recommended that the 2013 Council and Committee meeting schedule be approved with the suggested allowances for the regular Council meeting break in August, and the holiday season in December, on the understanding that a Special Council Meeting can be called with 24 hours notice should any unusual or urgent circumstances arise. Such a meeting may be facilitated using a conference call, as permitted by the Council Procedure Bylaw, for those Council members who wish to participate but are unable to attend in person.

A handwritten signature in black ink, appearing to read 'G. Johnson', with a long horizontal flourish extending to the right.

Gail Johnson  
Manager, Legislative Services  
(604-276-4006)

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>						
		STAT 1	2	3	4	5						1	2						1	2
6	GP FC	PC	8	9	10	11	3	GP FC	PC	5	6	7	8	9	3	GP FC	PC	5	6	7
13	CO	CS	15	DP	16	17	10	STAT	CO	CS DP	13	14	15	16	10	CO	CS	DP	13	14
20	GP PH	PC	PWT	23	24	25	17	GP PH	PC	PWT	20	21	22	23	17	GP PH	PC	PWT	20	21
27	CO	PRC	DP	30	31		24	CO	PRC	DP	27	28			24	CO	PRC	DP	27	28
															31					
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>						
	STAT 1	GP FC	PC	4	5	6				1	2	3	4							1
7	CO	CS	DP	10	11	12	5	GP FC	PC	7	8	9	10	11	2	GP FC	PC	4	5	6
14	GP PH	PC	PWT	17	18	19	12	CO	CS	DP	15	16	17	18	9	CO	CS	DP	12	13
21	CO	PRC	DP	24	25	26	19	STAT	GP PH	PC	PWT	24	25	26	16	GP PH	PC	PWT	19	20
28	29	30					26	CO	PRC	DP	29	30	31		23	CO	PRC	DP	26	27
															30					
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>						
	STAT 1	GP FC	PC	4	5	6				1	2	3		1	STAT	GP FC	PC	4	5	6
7	CO	CS	DP	10	11	12	4	STAT		7	8	9	10	8	CO	CS	DP	11	12	13
14	GP PH	PC	PWT	17	18	19	11	12	13	DP	14	15	16	15	GP PH	PC	PWT	18	19	20
21	CO	22	23	DP	25	26	18	19	20	21	22	23	24	22	CO	PRC	DP	25	26	27
28	29	30	31				25	26	27	DP	28	29	30	31	29	30				
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
		1	2	3	4	5					1	2		1	GP FC	PC	4	5	6	7
6	GP FC	PC	8	9	10	11	3	GP FC	PC	5	6	7	8	9	8	CO	CS	DP	11	12
13	STAT	CO	CS DP	16	17	18	10	STAT	CO	CS DP	13	14	15	16	15	GP PH	PC	PWT	18	19
20	GP PH	PC	PWT	23	24	25	17	GP PH	PC	PWT	20	21	22	23	22	23	24	STAT	25	26
27	CO	PRC	DP	30	31		24	CO	PRC	DP	27	28	29	30	29	30	31	STAT	1 JAN	2 JAN
																			3 JAN	

October, 2012

- CO** Regular Council Mtg., 7:00pm  
Regular (Closed) Council Mtg., 4:00pm
- CS** Community Safety, 4:00pm
- DP** Development Permit Panel, 3:30pm
- FC** Finance, following 1st General Purposes Meeting of each month
- GP** General Purposes, 4:00pm

- PC** Planning, 4:00pm
- PH** Public Hearing, 7:00pm
- PRC** Parks, Recreation & Cultural Services, 4:00pm
- PWT** Public Works & Transportation, 4:00pm

Note: All meeting dates are subject to change.





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<b>To:</b>	General Purposes Committee	<b>Date:</b>	October 9, 2012
<b>From:</b>	W. Glenn McLaughlin Chief Licence Inspector & Risk Manager	<b>File:</b>	12-8275-05/2012-Vol 01
<b>Re:</b>	<b>Millennium Karaoke Ltd. Unit 201 - 4451 No. 3 Road Liquor Primary Application</b>		

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### Staff Recommendation

That the application by Millennium Karaoke Ltd., for a Liquor Primary Licence at 4451 No. 3 Road Unit 201, in order to offer liquor service, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:




- 1) Council recommends the issuance of the proposed licence based on the lack of community responses received and that the operation will not have a significant negative impact on the community.
- 2) Council's comments on the prescribed criteria (set out in section 10(3) of the Liquor Control and Licensing Act Regulations) are as follows;
  - a) The location of the establishment is zoned Auto-Oriented Commercial (CA) and the proposed use was reviewed and conforms to the regulations for the area.
  - b) The proximity of the proposed location to other social or recreational and public buildings was considered. There are no public schools or parks within a 50 metre radius of the proposed liquor primary location.
  - c) That a LCLB application for a 100 person capacity operation, with liquor service hours of 2:00 p.m. to 2:00 a.m. Monday to Sunday, be supported. Support for a 150 person capacity operation is not given.
  - d) The number and market focus or clientele of liquor primary licence establishments within a reasonable distance of the proposed location was considered.
  - e) The potential for additional noise in the area if the application is approved was considered.
- 3) As the operation of the establishment as a liquor licensed establishment might affect nearby residents, the City gathered the view of the residents as follows:

- a) As per City Policy, residents, property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application and were provided with instruction on how comments or concerns could be submitted.
  - b) In addition, signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instruction on how community comments or concerns could be submitted.
- 4) Council's comments and recommendations respecting the views of the residents are as follows:
- a) There were no responses to all public notifications and based on the lack of any responses received from the community, Council considers that the application is acceptable to the majority of the community and residents and businesses in the nearby area.



W. Glenn McLaughlin  
Chief Licence Inspector & Risk Manager  
(604-276-4136)

Att.

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO	INITIALS: 

## Staff Report

### Origin

The Provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the Liquor Control and Licensing Act (the “Act”) and the Regulations made pursuant to the Act.

Local government is given opportunity to provide comments and recommendations to the LCLB, with respect to liquor licence applications and amendments. For new Liquor Primary Licences, the process requires that local government, in providing comments with respect to the licence application, take into account the following criteria:

- the location of the establishment
- the proximity of the establishment to other social or recreational facilities and public buildings
- the person capacity and hours of liquor service of the establishment
- the number and market focus or clientele of liquor primary licence establishments within a reasonable distance of the proposed location
- the impact of noise on the community in the immediate vicinity of the establishment and;
- the impact on the community if the application is approved.

If the operation of the establishment as a licensed establishment may affect nearby residents, the local government must gather the view of the residents.

This report deals with an application submitted to LCLB and to the City of Richmond by Don Lui (the Applicant), owner of Millennium Karaoke Ltd., operating from premises located at Unit 201 – 4451 No. 3 Road, for the following;

- to add a Liquor Primary Licence to the existing karaoke service operation in order to sell all types of liquor from 2:00 p.m. to 2:00 a.m. Monday to Sunday with a capacity of 150 patrons.

### Analysis

#### *Location of the establishment*

The property is situated in the planning area of City Centre and is one of two buildings on the property parcel. The two buildings are comprised of several commercial businesses that offer the general public a variety of retail services as well as commercial entertainment services.

The property is zoned Automobile-Oriented Commercial District (CA) and the Applicant’s current business licence is for a 13 room karaoke service with retail sales of light refreshments (bubble tea, pop) and snacks. The Applicant’s proposal to add a liquor primary licenced establishment in conjunction with the existing business licence is consistent with the permitted uses in this zoning district. The business has been in operation since 2007.

*Proximity to other social or recreational and public buildings*

There is a private badminton centre and a karate club but no public schools or parks with a 50 metre radius of the property.

*Person capacity and hours of liquor service*

The Applicant has applied for a 150 person capacity operation with operating hours of 2:00 p.m. to 2:00 a.m. Monday to Sunday. As the occupant load under the building permit was approved and issued for a maximum of 100 persons, the City can only provide support for this approved occupant load.

If the Applicant proposes to increase the occupant load, a building permit and City approval would be required.

*Other Liquor Primary establishments in the area*

There are 6 establishments that have a Liquor Primary Liquor licence within a 800 metre radius of the Applicant's location.

*Impact of noise*

The location is surrounded by a mix of commercial uses. The lack of negative feedback from the occupants in the area indicates that it is not expected that the proposal will generate any additional noise other than the street noise generally associated with closing time dispersals.

*Impact on the Community*

The City relies, in part, on the response from the community to any negative impacts of the liquor licence application. Having received no responses from those contacted in the consultation area and none from the city-wide public notifications, staff feel that support of this application is warranted due to the lack of negative public feedback.

*Views of nearby residents, businesses and property owners*

To satisfy LCLB requirements, the City's review process requires that the public be notified of the liquor licence amendment application and be given an opportunity to express any concerns related to the proposal.

The City's process for reviewing applications for liquor related permits is prescribed by the Development Application Fees Bylaw 7984 which under section 1.9.1 calls for:

1.9.1 Every **applicant** seeking approval from the **City** in connection with:

(a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;

must proceed in accordance with subsection 1.9.2.

1.9.2 Pursuant to an application under subsection 1.9.1, every applicant must:

(b) post and maintain on the subject property a clearly visible sign which indicates the intent of the application; and

(c) publish a notice in at least three consecutive editions of a newspaper that is at least weekly in the area affected by the application.

In addition to the advertised public notice requirements set out in Section 1.9.2, staff have adapted from a prior bylaw requirement, the process of the City sending letters to businesses, residents and property owners within a 50-metre radius of the establishment (Attachment 1). This letter provides details of the proposed liquor licence application and requests the public to communicate any concerns to the City.

There are 9 property parcels within the consultation area. On August 28, 2012, letters were sent to 453 businesses, residents and property owners to gather their views on the application, two of these letters were returned as undeliverable. As of September 28, 2012, there have been no responses from the community from the mail out, the posted signage or newspaper publications.

The following table is a summary of the application data and dates:

ITEM	DETAILS
City of Richmond Application Received	August 16, 2012
Type	New Liquor Primary Licence
Location	Unit 201 – 4451 No. 3 Road
Proposed Hours of Liquor Sales	Monday to Sunday, 2:00 p.m. to 2 a.m.
Zoning	Auto-Oriented Commercial (CA)
Business Owner(s)	Don Lui
Date Sign Posted	August 22, 2012
Newspaper Publication Dates	August 22, 24, 29, 2012
Letters to residents/businesses	August 28, 2012

The public consultation period for the application ended on September 28, 2012.

## **Non-Regulatory Criteria**

### *Other Agency Comments*

As part of the review process, staff requested comments from Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue and the City's Building Permit and Business Licence Departments.

The only comment received was that the building permit occupancy load was approved for a maximum of 100 persons, if the Applicant wishes to increase this number, plans would be required to be submitted and approved.

## **Financial Impact**

There is no financial impact.

## **Conclusion**

Following the public consultation period, staff have reviewed the application and considered it in light of the legislated review criteria.

Given that the only comment received from the various agencies contacted was in regards to the maximum occupant load and that no responses were received from the public consultations, staff recommend that Council provide a Resolution to LCLB supporting the application for a Liquor Primary licence with the operating hours of Monday to Sunday 2:00 p.m. to 2:00 a.m. with a maximum occupant load of 100 persons.



Joanne Hikida  
Supervisor, Business Licence  
(604-276-4155)

JMH:jmh



4451 No. 3 Road

Original Date: 10/11/12

Revision Date:

Note: Dimensions are in METRES







# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Tom Stewart, ASCT.  
Director, Public Works Operations  
**Re:** Community Charging Infrastructure Funding Agreement

**Date:** October 12, 2012  
**File:** 10-6000-01/2012-Vol  
01

### Staff Recommendation

That the City enter into an agreement with the Fraser Basin Council in respect to funding for the installation of ten community charging stations as described in the report titled Community Charging Infrastructure Funding Agreement, from the Director – Public Works Operations and on the terms and conditions set out in the report, including specifically that the City grant an indemnity to Fraser Basin Council for any losses that the Fraser Basin Council may suffer in relation to their connection with this project.

Tom Stewart, ASCT.  
Director, Public Works Operations  
(604-233-3301)

Att. 1

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Law	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

At their May 28, 2012 meeting, Council approved the following recommendation:

“That an application for a community electric vehicle charging plan and infrastructure grant be submitted to the Fraser Basin Council upon announcement of the availability of provincial funding for this work.”

Two applications were subsequently submitted on June 27, 2012 – one under the planning incentive and one under the charging station incentive. The City was not successful in our planning incentive application, however, was successful under the charging station incentive. In order to secure the opportunity for this funding, the City is required to enter into a contribution agreement with the Fraser Basin Council. This report presents and seeks approval to enter into the Community Charging Infrastructure (CCI) Fund Agreement.

### Analysis

#### *Background:*

The Province is providing a \$6.28 million funding incentive to support planning and installation of community-wide electric vehicle charging stations. The objective is to achieve 570 level two publicly-accessible charging stations throughout the province, approximately one-half of which are anticipated to be in the Metro Vancouver and Southern Vancouver Island regions – with an allocation of approximately \$2.74 million. The funding is being managed by the Fraser Basin Council. The overall objective is to reduce reliance on fossil-fuel vehicles and related emissions by providing community infrastructure to promote consumer confidence in the electric vehicle market.

#### *City Funding Application:*

The City submitted two applications for funding consideration:

1. **Planning Incentive:** This application was to prepare a community-wide charging infrastructure plan, including a broader strategy and contextual overview of potential charging infrastructure throughout Richmond. Funding in the amount of \$26,000 was sought through this incentive, however, was denied by the Fraser Basin Council. This application was denied as the focus of this financial incentive is based on planning activities around specific charging station installations and not on broader planning work. As a result, this work is continuing on a reduced scale through an inter-departmental staff team and will be presented to Council at a future date.
2. **Charging Station Incentive:** This application included installation of two charge points at the following locations, for a total of ten stations:
  - Richmond City Hall
  - Steveston Community Centre
  - Cambie Community Centre

- Thompson Community Centre
- Works Yard

Funding of up to \$40,000 (\$4,000 per station or 75% of total costs) was requested under this incentive and received approval, subject to the terms and conditions under the CCI Fund Agreement, Attachment 1. Note: the specific locations of the charge points at the above locations is shown in Schedule D of the agreement.

Key terms of the agreement include:

- a) Carry out the scope of the project as described, with no alterations without the Fraser Basin Council's consent.
- b) Completion of all installations by March 31, 2013 and submission of final report by April 10, 2013.
- c) Use of the funding contribution solely for project-related costs.
- d) Administrative matters including proper accounting of costs, project insurance, acquisition of required permits and approvals, etc.
- e) An ownership and indemnity clause which includes agreement that the project is owned solely by the City and in favour of the Fraser Basin Council for all losses, claims, etc. that may be suffered by the Fraser Basin Council associated with their connection to this project.
- f) The opportunity to participate in a real-time use pilot program to capture and study the electricity use of the charging stations -- which staff recommend joining in order to gain insights about use and energy demand at the charging stations.

### **Financial Impact**

By entering into this agreement, the City will receive up to \$40,000 in grants from the Fraser Basin Council to offset the costs of the charging station installation project.

The total cost of this project is estimated to be \$56,375 which includes \$48,375 in City costs and \$8,000 in City in-kind costs (electrical staff time), after \$40,000 in anticipated grant funding from the Fraser Basin Council. Funding for this project is available under the 2011 -- Fleet Vehicle/Equipment capital project (40530). Total project costs will be charged to this project and the associated grant funding will be credited back to the Fleet Vehicle/Equipment Reserve once received.


### **Conclusion**

The City was successful in obtaining approval for grant funding from the Fraser Basin Council for up to \$40,000 for the installation of ten electric vehicle charge points at various City facilities. By participating in this project, the City is helping to lead and encourage uptake in the electric vehicle market as part of helping to reduce vehicle emissions. The Fraser Basin Council

October 12, 2012

- 4 -

requires that the City enter into a Community Charging Infrastructure Fund Agreement in order to secure the funding commitment.

A handwritten signature in black ink, appearing to read 'S. Bycraft', with a long horizontal stroke extending to the right.

Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

SJB:

**Attachment 1**

THIS AGREEMENT is dated for reference this 24 day of September, 2012.

**BETWEEN:**

Fraser Basin Council, a society incorporated under the laws of British Columbia having offices at 1<sup>st</sup> Floor, 470 Granville Street, Vancouver, British Columbia V6C 1V5

(the "Council")

-and-

The City of Richmond, 5599 Lynas Lane, Richmond, BC V7C 5B2

(the "Recipient")

**WHEREAS:**

- A. The Council is in receipt of funding for the Community Charging Infrastructure initiative under a contribution agreement (the "CCI Fund Agreement") between the Council and Her Majesty the Queen in Right of British Columbia as represented by the Minister of Environment ("BC");
- B. Under the CCI Fund Agreement the Council may distribute funding to various projects in accordance with certain requirements; and
- C. The Council has offered and the Recipient wishes to accept a financial contribution on the terms and conditions set out in this Agreement.

NOW THEREFORE, in consideration of the promises and payments made herein, the parties agree as follows:

**1. THE PROJECT**

- 1.1 The Recipient shall carry out the project (the "Project") as described in the statement of work attached as Schedule "A" to this Agreement (the "Statement of Work") in a diligent and professional manner and in accordance with the requirements set out therein.
- 1.2 The Recipient shall not alter the scope of the Project without the prior written consent of the Council.
- 1.3 The Recipient shall implement or operate the Project in British Columbia.
- 1.4 The Recipient shall commence all work on the Project on that date and shall complete all work on or before that date set out in the Statement of Work as commencement and completion dates, respectively (the "Commencement Date" and the "Completion Date").

**2. THE CONTRIBUTION**

- 2.1 Provided the Recipient is in compliance with its obligations under this Agreement, the Council shall provide the Recipient with one or more non-

1

## Attachment 1 (Cont'd)

repayable monetary contributions in the amount and manner set out in the Statement of Work (collectively, the "Contribution") and in accordance with the requirements set out below.

- 2.2 The Council shall not issue payment of a portion or all of the Contribution until and unless the Recipient provides the Council with a final report in accordance with Schedule "B" and such invoices, vouchers, receipts and other documentation or material, including progress reports, as may be requested by the Council.
- 2.3 The Recipient shall not request and the Council shall not pay any portion of the Contribution claimed by the Recipient more than one (1) month after the Completion Date.
- 2.4 The maximum amount the Council shall pay under this Agreement shall not exceed the amount set out as Project Costs in the Statement of Work.
- 2.5 The Recipient may use the Contribution solely for Project-related costs, whether capital or non-capital, that are identified as Eligible Costs in the Statement of Work.
- 2.6 The Recipient shall not apply any of the Contribution to costs incurred prior to the Commencement Date or after the Completion Date, nor shall the Council be liable to pay any of the Contribution to the Recipient for costs incurred prior to the Commencement Date or after the Completion Date.
- 2.7 The Council shall not pay any interest on the Contribution.
- 2.8 Notwithstanding any other provision of this Agreement, the Council's obligations to pay all or any of the Contribution to the Recipient are dependent on receipt by the Council of sufficient funding from BC under the CCI Fund Agreement. For clarity, if at any time the CCI Fund Agreement expires or terminates for any reason whatsoever, including for breaches by or other matters within the control of the Council, this Agreement and all of the Council's obligations to the Recipient under this Agreement shall immediately terminate and be of no force or effect.

### 3. RECIPIENT'S REPRESENTATIONS AND COVENANTS

- 3.1 The Recipient shall comply with all Recipient requirements set out in the Statement of Work attached as Schedule "A", including without limitation the requirements under the heading "Additional Conditions of Funding".
- 3.2 The Recipient shall preserve and keep available for inspection, for at least three (3) years after the Completion Date:
  - (a) proper books of account recording Project revenues and costs;
  - (b) accounts and records that are necessary in the circumstances to support the books of account; and
  - (c) reasonably detailed administrative documentation to support the Recipient's decisions made concerning the Project.

Attachment 1 (Cont'd)

- 3.3 The Recipient shall, if requested by the Council, permit any representative of the Council reasonable access to any premises at which work related to the Project is conducted to do the following:
  - (a) inspect and assess the progress of the Project;
  - (b) examine the Recipient's books, accounts and any other records related to the Project and the Contribution, and to make copies thereof.
- 3.4 The Recipient shall obtain insurance coverage for the Project to the standard of a reasonably prudent owner, including without limitation "all risks" insurance, for replacement cost, on all improvements or fixtures constructed or installed as part of the Project, and shall maintain such insurance coverage in full force and effect for at least five years following the Completion Date and shall provide evidence of such insurance coverage to the Council, at the Council's request.
- 3.5 The Recipient shall obtain all necessary licences, permits, and approvals required for the Project under applicable legislation, regulations and by-laws.
- 3.6 The Recipient, immediately upon demand by the Council, shall forthwith repay to the Council any overpayments or surpluses of the Contribution, and such amounts shall constitute a debt immediately due and owing to the Council.
- 3.7 The Recipient shall to the satisfaction of the Council, ensure that all Project expenses are incurred in a manner that is transparent, competitive and consistent with value for money principles.
4. REPORTING
  - 4.1 Project reports, satisfactory to the Council, shall be submitted by the Recipient to the Council in accordance with Schedule "B" to this Agreement along with any financial statements or additional reports as may be requested by the Council within 30 days of a demand for same.
  - 4.2 Following receipt of a written request from the Recipient, the Council may approve in writing, at its sole discretion, an extension of up to thirty (30) calendar days to submit any claim or any report required to be submitted in accordance with this Agreement.
5. DEFAULT
  - 5.1 The following constitute events of default on behalf of the Recipient:
    - (a) submitting false or misleading information to the Council or failing to disclose relevant information which may have a negative impact on the Recipient's financial position;
    - (b) breach of any term or condition of this Agreement, including for certainty any terms and conditions set out in a Schedule to this Agreement;
    - (c) if the Recipient makes any assignment for the benefit of creditors or becomes insolvent or bankrupt, goes into receivership or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors;

Attachment 1 (Cont'd)

- (d) if the Recipient dissolves or ceases to carry on business.
- 5.2 If an event of default occurs, the Council may immediately upon providing written notice to the Recipient (the "Notice of Default"), do one or more of the following:
  - (a) terminate this Agreement and cease any payments to the Recipient under this Agreement;
  - (b) require that the Recipient repay the Council all or part of the Contribution forthwith and the Recipient shall immediately pay such amount to the Council.
- 5.3 Section 5 of this Agreement shall survive the expiration or termination of this Agreement.
- 6. ENVIRONMENT
- 6.1 The Recipient shall obtain all certificates, consents, permits and approvals required for compliance with applicable environmental legislation, regulations and bylaws and shall comply with the requirements of such legislation, regulations and bylaws.
- 7. NOTICE
  - (a) Any notice or communication authorized or permitted with respect to this Agreement shall be effectively given if delivered by hand, sent by mail, or sent by email.
  - (b) Any notice that is delivered by hand or email shall be deemed to have been received on delivery. Any notice which has been mailed shall be deemed to have been received eight (8) calendar days after being mailed. Any notice sent by email shall be deemed to have been received twenty-four (24) hours after the time that is printed on the dispatcher's confirmation slip.
- 7.1 (a) The Council's address for notice shall be:
 

Fraser Basin Council  
 1<sup>st</sup> Floor, 470 Granville Street  
 Vancouver, BC V6C 1V5  
 Email: [voviedo@fraserbasin.bc.ca](mailto:voviedo@fraserbasin.bc.ca)  
 FAX #: 604-488-5351
- (b) The Recipient's address for notices shall be:
 

The City of Richmond  
 5599 Lynas Lane  
 Richmond, BC V7C 5B2  
 Email: [sbycraft@richmond.ca](mailto:sbycraft@richmond.ca)
- (c) Either the Council or the Recipient may change the address and other information stipulated above, provided that a written change of address notice is issued to the other party in accordance with this section.



Attachment 1 (Cont'd)

8. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS

- 8.1 The Recipient shall comply with the requirements contained in Schedule "C" to this Agreement.

9. OWNERSHIP AND INDEMNITY

- 9.1 The Recipient acknowledges and agrees that the Project is the Recipient's sole responsibility and any assets, improvements or fixtures designed, constructed or installed as part of the Project shall be owned and operated solely by the Recipient.
- 9.2 The Recipient shall indemnify and save harmless the Council and the Council's directors, officers, employees, servants, agents, representatives, successors and assigns (collectively, the "Council's Representatives") and BC against and from all actions, suits, damages, losses, charges, expenses, claims, and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against one or more of the Council's Representatives or BC or which one or more of the Council's Representatives or BC may sustain, pay or incur as the result of or in connection with or arising out of any action of the Recipient in relation to the Project or the Contribution or both.
- 9.3 The Council's liability under this Agreement shall be limited in the aggregate to the sum equal to or less than the Contribution.
- 9.4 Section 9 of this Agreement shall survive the termination or expiration of this Agreement.

10. INTELLECTUAL PROPERTY

- 10.1 All intellectual property that arises in the course of the Project shall vest in the Recipient.
- 10.2 The Recipient hereby grants to the Council non-exclusive, irrevocable, worldwide, free and royalty-free licences in perpetuity to use and sublicense, for any purpose:
- 10.2.1 any reports or documents required by the Council under this Agreement;
- 10.2.2 any photographs, videos, drawings, sketches or other images relating to the Project.

11. FORCE MAJEURE

- 11.1 The Parties shall not be in default or in breach of this Agreement due to any delay or failure to meet any of their obligations caused by or arising from any event beyond their reasonable control and without their fault or negligence, including any act of God or other cause which delays or frustrates the performance of this Agreement (a "Force Majeure Event"). If a Force Majeure Event frustrates the performance of this Agreement, the Council will not be liable for any portion of the Contribution that has not been paid as of the date of the occurrence of the Force Majeure Event.

12. GENERAL

## Attachment 1 (Cont'd)

- 12.1 This Agreement is an agreement for the Contribution only. It does not create a partnership, agency, joint venture, or employer/employee relationship between the parties and the Recipient shall not represent itself as such, including in any agreement with a third party.
- 12.2 This Agreement and the schedules attached hereto contain the entire agreement between the parties with respect to the subject matter hereto and shall supersede all previous negotiations, representations and documents in relation hereto made by either of the parties.
- 12.3 The Council may assign this Agreement at any time.
- 12.4 The Recipient shall not assign this Agreement in whole or in part without the prior written consent of the Council, which consent may be unreasonably refused.
- 12.5 Time is of the essence of this Agreement.
- 12.6 This Agreement may be executed in counterparts, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized officers on the dates set out below.

The Corporate Seal of the Fraser Basin Council  
Council Society was hereunto affixed on this 24 day  
of September, 2012 in the presence of its  
authorized signatory(ies):

(c/s)

Name: \_\_\_\_\_

Executed on behalf of the Recipient  
on this 24 day of September, 2012 by its  
authorized signatory(ies):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

## Attachment 1 (Cont'd)

**SCHEDULE "A"****Statement of Work and Budget****PROJECT SCOPE****i Description**Total number of Charging Stations to be installed: 10

Charging station equipment manufacturer and type:

Location	Address	# of stations
Richmond City Hall	6911 No. 3 Road, Richmond, BC	2
Steveston Community Centre	4111 Moncton Street, Richmond, BC	2
Cambie Community Centre	12800 Cambie Road, Richmond, BC	2
Thompson Community Centre	5151 Granville Avenue, Richmond, BC	2
Richmond Works Yard Fleet Headquarter	5599 Lynas Lane, Richmond, BC	2

**ii Project Location**Richmond, BC.**iii Project Costs**

The Council shall make a contribution to the Recipient which in the aggregate shall not exceed the lesser of:

- \$4,000 per eligible charging station, where a charging station is defined by one electrical cord available for Level 2 charging of an Electric Vehicle.
- 75% of total costs (including Council and Recipient cash and in-kind contributions noted below).
- The Project's actual cash costs as noted below.

## Attachment 1 (Cont'd)

Assisted Costs	FBC (CCI Fund) Assistance (cash)	Recipient Contribution* (cash)	Recipient Contribution** (in-kind)	Total Cost (cash + in-kind)	FBC % (not to exceed 75%)
Electric vehicle charging equipment	\$22,500.00	\$22,500.00	\$-	\$45,000.00	50%
Materials and supplies	\$3,500.00	\$1,500.00	\$-	\$5,000.00	70%
Trades	\$4,500.00	\$7,500.00	\$3,000.00	\$15,000.00	30%
Electrical or other permits	\$-	\$2,000.00	\$-	\$2,000.00	0%
Signage	\$2,500.00	\$11,000.00	\$-	\$13,500.00	19%
Electrical or engineering design	\$7,000.00	\$3,875.00	\$5,000.00	\$15,875.00	44%
<b>Total Project Costs</b>	<b>\$40,000.00</b>	<b>\$48,375.00</b>	<b>\$8,000.00</b>	<b>\$96,375.00</b>	<b>42%</b>

\* Recipient Contribution should include any contributions from other funding sources.

The above costs include only Eligible Costs (defined below) incurred directly to carry out the Project and are subject to verification.

#### Source of Matching Funds

Source	Amount	Cash or In-Kind?
City Capital	\$ 48,375.00	Cash
City Operations	\$ 8,000.00	In-kind
	\$	
	\$	
<b>TOTAL</b>	<b>\$ 56,375.00</b>	

#### iv. Cashflow

The Contribution will only be paid by the Council:

- if the Recipient has delivered to the Council, and the Council has accepted, a final report of the Project prepared in accordance with this Agreement;
- before the expiry of the Council's fiscal year ending March 31, 2013.

Any Contribution funding that is not spent in one fiscal year cannot be carried forward to the subsequent fiscal year.

Attachment 1 (Cont'd)

v Dates

- (a) Commencement Date – May 31, 2012
- (b) Completion Date – March 31, 2013
- (c) Final Reporting Date – April 10, 2013

vi Eligible costs:

- (a) Level 2 electric vehicle charging equipment from the list of eligible EVSE provided by the Council;
- (b) Materials and supplies required for charging station installation
- (c) Trades (e.g., electrician);
- (d) Electrical or other permits;
- (e) Signage and painting of site using design files and specifications provided by the Council;
- (f) Detailed electrical or engineering design;

vii Ineligible costs:

- a. Policy development or general research studies
- b. IIST
- c. Property taxes
- d. Repairs to existing systems
- e. Purchase of land, and
- f. Hospitality (food and beverages).

viii Additional Conditions of Funding

- a. The Recipient must own or have a right of access to the site/facility where the electric vehicle service equipment ("EVSE") is proposed to be installed. The Recipient must attach documentation, satisfactory to the Council, proving ownership (such as a title search) or right of access (such as a written easement, right of way, lease or licence) to this Agreement, as Schedule D,);
- b. The Recipient must make the EVSE available to the public at a reasonable cost and at reasonable times as approved by the Council, and otherwise in accordance with the Recipient's application to the Council for funding, unless the Recipient indicated in its application for funding that the EVSE is intended to serve the Recipient's fleet only;
- c. Prior to signing this Agreement, the Recipient must have completed an assessment by an electrician or electrical engineer of the electrical systems at all location(s) to ensure the project's feasibility;
- d. The Recipient must apply for any federal, provincial, local government, utility, and electrical permits and approvals needed to install the EVSE, and

## Attachment 1 (Cont'd)

use appropriate BC Industry Training Authority certified trades for installation;

- e. The Recipient must keep the EVSE in service for a minimum of 5 consecutive years after the Completion Date in accordance with the terms of this Agreement;
- f. The Recipient must install a Measurement Canada certified meter dedicated to the EVSE if the installation is not supplied from a dedicated service with the local electric utility. This requirement may be omitted at the discretion of the local electric utility, if the EVSE chosen has sufficient metering capability;
- g. The Recipient must allow BC Hydro and/or BC to access information on the energy demand at the charging stations, at the level that the technology permits, to help inform future policy or program development and academic research related to electric vehicle charging in the public space;
- h. The Recipient must provide information, either through written reports or interviews, to BC Hydro and/or BC on the charging stations, installation process and decisions to help inform future policy or program development, academic research related to electric vehicle charging in the public space, and the validation of charging infrastructure guidelines;
- i. The Recipient must permit BC Hydro and/or BC to share the information to researchers for academic research related to electric vehicle charging in the public space;
- j. The Recipient must allow the location of all sites/facilities where the EVSE is installed publicly to be made available on an online map or mobile application (except where the EVSE is intended, as of the Commencement Date, solely for the use of the Recipient's fleet);
- k. The Recipient must use signage templates provided by the Province, including way finding signs where applicable and station marking signs, with costs to be covered by the Recipient. The Recipient is also responsible for installing an information sign, which will be provided by the Council at no cost to the Recipient. See Schedule E for details;
- l. The Recipient must, upon request by the applicable local government, participate in an Electric Vehicle community-wide planning process;
- m. The Recipient must purchase and install the charging station(s) and any other EVSE such that they are fully operational before March 31, 2013.
- n. The Recipient must not deviate from what was detailed in their Application, unless written approval is obtained.

ix Greenhouse Gas Offsets

- a. Given that any credits generated through providing electricity to power a vehicle will be reported /claimed under the Renewable and Low Carbon Fuel Requirement Regulation by the appropriate utility, any greenhouse gas reductions

Attachment 1 (Cont'd)

attributed to the supply of electricity through the provision of electric vehicle supply equipment (EVSE) will be deemed to have been already recognized under the Low Carbon Fuel Requirement Regulation, a mandatory greenhouse gas reduction program, and as such, may not be claimed as an offset.

11

**SCHEDULE "B"**

**Reports**

**A. Final report:**

The Recipient shall prepare and provide to the Council a final report of the Project no later than April 10, 2013, which shall include:

- i) a financial report signed by the Chief Financial Officer or Duly Authorized Officer of the Recipient's organization which details the Eligible Costs (as defined in Schedule "A" of this Agreement) incurred by the Recipient;
- ii) copies of all receipts or invoices pertaining to Eligible Costs;
- iii) an invoice setting out the amount of the Contribution claimed by the Recipient;
- iv) a final summary report on Project activities, using the Final Progress Report template attached as Attachment 1 to this Schedule;
- v) photographs documenting the installation and operation of the EVSF.



## Attachment 1 (Cont'd)

*Final Report Template: To be submitted once project is complete*

**Attachment I to Schedule "B"**  
**Final Report Template**

*To be submitted once project is completed. You will be provided a Word document or survey to submit your answers.*

**1. Financial Report (excel version to be provided):**

Eligible Costs	Council (CCI Fund) Assistance (cash)	Recipient Contribution * (cash)	Recipient Contribution * (in-kind)	Project Cost (cash + in-kind)	FDC %
Electric vehicle charging equipment	\$	\$	\$	\$	
Materials and supplies	\$	\$	\$	\$	
Trades;	\$	\$	\$	\$	
Electrical or other permits	\$	\$	\$	\$	
Signage	\$	\$	\$	\$	
Electrical or engineering design	\$	\$	\$	\$	
Total Project Costs	\$	\$	\$	\$	%

\* Recipient funding should include contributions from non-CCI Fund outside sources in addition to that of proponent

- Please itemize expenses by adding extra rows to the table above if needed
- Please include copies of all invoices and receipts for expenses incurred.

If any of the matching funding was provided by an external private entity, please list the amount and source:

Funding Source	Amount
• _____	\$ _____
• _____	\$ _____

## Attachment 1 (Cont'd)

*Final Report Template: To be submitted once project is complete*

## 2. Locations of EVSE Stations Installed

Location Name	Address	Number of Stations	EVSE Equipment (Make and Model)

Please attach photos of stations in operation in all locations

## 3. Station Use

Please provide a short description of relevant information for users such as hours of availability, cost to park/charge, customer only parking, call in advance for permission, etc.

## 4. Lessons Learned

4.a. What did you learn in the process of planning and installing your EVSE?

4.b. Were there any additional tasks or costs that you hadn't anticipated?

4.c. Did you have to make any electrical upgrades to the site where you installed the stations? If so, what were the upgrades you had to make, and what was the cost?

4.d. From planning through to installation and commissioning, what tasks did you complete "in-house" and what did you require outside resources for? What types of skill sets were required to complete this work?

4.f. What community outreach and education activities did you complete as part of this project?

4.g. Do you have any "good news" stories related to EV deployment or charging stations? (e.g. increased demand for your services or business, increased visitors, positive feedback, new local skill sets acquired, etc.)

4.h. Were you satisfied with the level of support from Fraser Basin Council during the application and project execution process?

4.i. Were you satisfied with the level of support and quality of equipment from your EVSE supplier?

## Attachment 1 (Cont'd)

*Final Report Template: To be submitted once project is complete*

4.j. Were you satisfied with the level of support and quality of work of your electrical contractor?

4.k. Is there anything you would have done differently if you were to install other EVSE?

4.l. Do you plan to install additional EVSE in the future?

- # stations in the next year (estimate) \_\_\_\_\_
  - # of stations in the next five years (estimate) \_\_\_\_\_
- Comment \_\_\_\_\_

### 5. Declaration

Please complete the following declaration:

- I, \_\_\_\_\_, hereby declare that:
- 1) The information provided in this report, including all attachments is accurate to the best of my knowledge and that I am authorized to sign on behalf of the stated proponent;
  - 2) The information contained in the above financial statement submitted to the Fraser Basin Council (the Council), is accurate in all material respects and the funds were used exclusively for the project as originally proposed or as formally amended by the Council;
  - 3) Any funds previously paid to the Recipient by the Council have been used to fund project expenditures approved by FBC as stated in the contract;
  - 4) The balance of any funds previously paid to the Recipient which were not used as set out in Item 3 have been returned to the Council;
  - 5) Any additional funds paid to the Recipient by the Council will be used in this manner.

Signature: \_\_\_\_\_  
(Authorized Signatory)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Executed  
on behalf  
of: \_\_\_\_\_  
(Recipient Name)

Attachment 1 (Cont'd)

*Final Report Template: To be submitted once project is complete*

**Checklist for Final Report**

Please fill in the following checklist and submit it with your report. Incomplete reporting will result in the delay of final payment.

- ☐ I have answered all the questions in the report.
- ☐ I have included copies of all receipts and invoices.
- ☐ I have completed and signed the declaration.
- ☐ I have included a final invoice.

**SCHEDULE "C"**  
**Public Announcements and Communication**

1. Prior to an official announcement of funding by the Council, the Recipient agrees to keep this funding confidential. The parties acknowledge and agree that any confidentiality requirements under this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia).
2. The Recipient agrees to provide a brief Project description for posting on the Council's website, and participate in a one hour interview related to their experience in implementing the Project.
3. The Recipient agrees to use standard signage at the EVSD locations based on signage standards and templates to be provided by the Council,
4. The Recipient will acknowledge the support provided by BC in any media releases, publications, events, and print or web based material associated with the Project, and shall provide BC an opportunity to comment on and approve any such material or events.

Attachment 1 (Cont'd)

**SCHEDULE "D"**

**Proof of Ownership or Right of Access Document and  
Property Location Map**

**Attached (check all that apply):**

- ☐ Land title search
- ☐ Property location or survey map showing location of charging station(s)
- ☐ Letter of permission from landowner providing permission for EVSE  
installation

;  
;  
;

## Attachment 1 (Cont'd)

Page 1 of 1

**Huang, Louise**

**From:** Renle, Linda  
**Sent:** July 31, 2012 3:04 PM  
**To:** Huang, Louise  
**Attachments:** FW: TITLE - BM275336 UID=PB23352; FW: TITLE - BG262097 UID=PB23352; FW: TITLE - BF504262 UID=PB23352; FW: TITLE - 51700E UID=PB23352; FW: TITLE - BM193729 UID=PB23352

Louise:

First title listed above:	BM275336 (5599 Lynas Lane)	- Works Yard Fleet Headquarter
Second title listed above:	BG262097 (5151 Granville Avenue)	- Thompson Community Centre
Third title listed above:	BF504262 (12600 Cambie Road)	- Cambie Community Centre
Fourth title listed above:	51700E (4111 Moncton Street)	- Steveston Community Centre
Fifth title listed above:	BM193729 (6911 No 3 Road)	- Richmond City Hall

Linda

Mapping Technician  
Engineering Planning  
Local 4353

08/02/2012

## Attachment 1 (Cont'd)

Works Yard Fleet Headquarter

Date: 31-Jul-2012      title-BM275336  
 Requestor: (PB23352)      TITLE SEARCH PRINT      Time: 14:52:38  
 Folio:      CITY OF RICHMOND - ENGINEERING      Page 001 of 002  
    TITLE - BM275336

NEW WESTMINSTER LAND TITLE OFFICE      TITLE NO: BM275336 (5599 Lynas Lane)  
    FROM TITLE NO: BG327330  
    BG433287  
    RD134220E

APPLICATION FOR REGISTRATION RECEIVED ON: 01 OCTOBER, 1998  
    ENTERED: 06 OCTOBER, 1998

REGISTERED OWNER IN FEE SIMPLE:  
 CITY OF RICHMOND  
 6911 NO.3 ROAD  
 RICHMOND, BC  
 V6Y 2C1

TAXATION AUTHORITY:  
 CITY OF RICHMOND

DESCRIPTION OF LAND:  
 PARCEL IDENTIFIER: 024-270-121  
 PARCEL A SECTION 1 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT  
 PLAN LMP39690

## LEGAL NOTATIONS:

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE BA167559  
 FILED 2006-02-27

ZONING REGULATION AND PLAN UNDER THE AERONAUTICS ACT (CANADA)  
 FILED 10.02.1981 UNDER NO. T 17084 PLAN NO. 61216

## CHARGES, LIENS AND INTERESTS:

NATURE OF CHARGE  
 CHARGE NUMBER      DATE      TIME

## UNDERSURFACE RIGHTS

361328C

REMARKS: SEE 540318E

AS TO PART FORMERLY PARCEL 2 (STATUTORY RIGHT  
 OF WAY PLAN 24895) LOT A PLAN 6282

## STATUTORY RIGHT OF WAY

RD114845      1980-04-15      14:04

REGISTERED OWNER OF CHARGE:

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

RD114845

REMARKS: PLAN 59030

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

Date: 31-Jul-2012      TITLE SEARCH PRINT      Time: 14:52:38  
 Requestor: (PB23352)      CITY OF RICHMOND - ENGINEERING      Page 002 of 002  
 Folio:      TITLE - BM275336

Page 1



Attachment 1 (Cont'd)

title-BM275336

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*

Page 2



**Works Yard Fleet Headquarter**  
(5599 Lynas Lane)

**Legend**  
 ● Power Supply  
 ■ EV Charging Stations



## Attachment 1 (Cont'd)

## Thompson Community Centre

title-BG262097  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:51:30  
 Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING Page 001 of 002  
 Folio: TITLE - BG262097

NEW WESTMINSTER LAND TITLE OFFICE TITLE NO: BG262097 (5151 Granville Avenue)  
 FROM TITLE NO: BE246534  
 BE90513  
 BF41532  
 BG262095  
 G93162E  
 RD140494E

APPLICATION FOR REGISTRATION RECEIVED ON: 26 JULY, 1993  
 ENTERED: 15 SEPTEMBER, 1993

REGISTERED OWNER IN FEE SIMPLE:  
 CITY OF RICHMOND  
 6911 NO. 3 ROAD  
 RICHMOND, BRITISH COLUMBIA  
 V6Y 2C1

TAXATION AUTHORITY:  
 CITY OF RICHMOND

DESCRIPTION OF LAND:  
 PARCEL IDENTIFIER: 018-379-001  
 LOT 2 SECTION 12 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT  
 PLAN LMP11626

## LEGAL NOTATIONS:

ZONING REGULATION AND PLAN UNDER  
 THE AERONAUTICS ACT (CANADA)  
 FILED 10.2.1981 UNDER NO. T17084  
 PLAN NO. 61216

CHARGES, LIENS AND INTERESTS:  
 NATURE OF CHARGE  
 CHARGE NUMBER DATE TIME

STATUTORY RIGHT OF WAY  
 AB205240 1988-10-03 12:05  
 REGISTERED OWNER OF CHARGE:  
 B.C. GAS INC. (INCORPORATION NO. 74280)  
 AB205240

REMARKS: ASSIGNMENT OF 208906C REC'D 20/11/1956 @ 14:00  
 SOUTH 20 FEET ANCILLARY RIGHTS INTER ALIA  
 AS TO PART FORMERLY LOT 7 PLAN 15536

STATUTORY RIGHT OF WAY  
 BL170700 1997-05-15 10:36  
 REGISTERED OWNER OF CHARGE:  
 CITY OF RICHMOND  
 BL170700  
 REMARKS: PLAN LMP33111

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:51:30  
 Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING Page 002 of 002  
 Folio: TITLE - BG262097

Attachment 1 (Cont'd)

title-BG262097

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*





**Thompson Community Centre**  
(5151 Granville Avenue)



## Attachment 1 (Cont'd)

## Cambie Community Centre

title-BF504262  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:50:16  
 Requestor: (PB23352) CITY OF RICHMOND - ENGINEERING Page 001 of 001  
 Folio: TITLE - BF504262

NEW WESTMINSTER LAND TITLE OFFICE TITLE NO: BF504262 (12600 Cambie Road)  
 FROM TITLE NO: 447607E

APPLICATION FOR REGISTRATION RECEIVED ON: 22 DECEMBER, 1992  
 ENTERED: 19 JANUARY, 1993

REGISTERED OWNER IN FEE SIMPLE:  
 CITY OF RICHMOND  
 6911 NO. 3 ROAD  
 RICHMOND, B.C.  
 V6Y 2C1

TAXATION AUTHORITY:  
 CITY OF RICHMOND

DESCRIPTION OF LAND:  
 PARCEL IDENTIFIER: 010-848-452  
 PARCEL "A" (EXPLANATORY PLAN 12768) LOT 2 SECTION 31 BLOCK 5 NORTH  
 RANGE 5 WEST NEW WESTMINSTER DISTRICT PLAN 3171

## LEGAL NOTATIONS:

ZONING REGULATION AND PLAN UNDER THE AERONAUTICS ACT (CANADA) FILED  
 10/02/1981 UNDER NO. T17084 PLAN NO. 61216

## CHARGES, LIENS AND INTERESTS:

NATURE OF CHARGE  
 CHARGE NUMBER DATE TIME

UNDERSURFACE RIGHTS  
 100512C  
 REMARKS: SEE 202483E  
 INTER ALIA

STATUTORY RIGHT OF WAY  
 RD160472 1982-05-28 11:34  
 REGISTERED OWNER OF CHARGE:  
 TOWNSHIP OF RICHMOND  
 RD160472  
 REMARKS: PLAN 61102

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

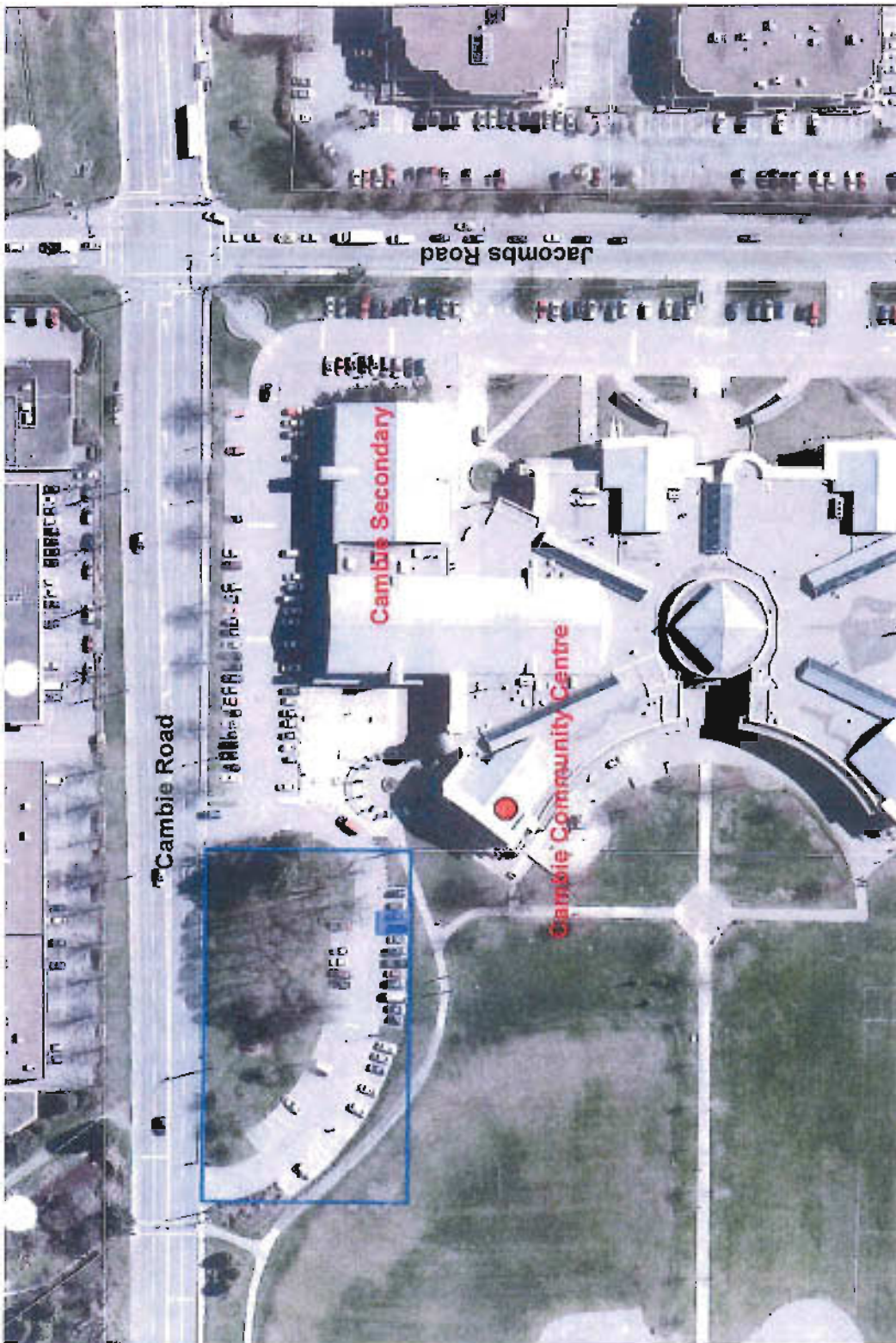
DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*





**Cambie Community Centre**  
(12600 Cambie Road)

**Legend**  
 ● Power Supply  
 ■ EV Charging Stations



Attachment 1 (Cont'd)

Steveston Community Centre

Date: 31-Jul-2012      title-51700E  
Requestor: (PB23352)      TITLE SEARCH PRINT      Time: 14:48:44  
Folio:      CITY OF RICHMOND - ENGINEERING      Page 001 of 001  
                                 TITLE - 51700E

NEW WESTMINSTER LAND TITLE OFFICE      TITLE NO: 51700E (4111 Moncton Street)  
FROM TITLE NO: 51699E

APPLICATION FOR REGISTRATION RECEIVED ON: 29 JUNE, 1923  
ENTERED: 04 JULY, 1923

REGISTERED OWNER IN FEE SIMPLE:  
CORPORATION OF THE TOWNSHIP OF RICHMOND

TAXATION AUTHORITY:  
CITY OF RICHMOND

DESCRIPTION OF LAND:  
PARCEL IDENTIFIER: 011-934-603  
PARCEL "A" (REFERENCE PLAN 5368) LOT 12 SECTION 11  
BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT  
PLAN 943

LEGAL NOTATIONS:

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE BN179112  
FILED 1999-07-08

NOTICE UNDER SALE OF GOODS ON CONDITION ACT,  
SEE AB95650 (ALSO AB115428) MAY 31ST, 1988.

CHARGES, LIENS AND INTERESTS: NONE

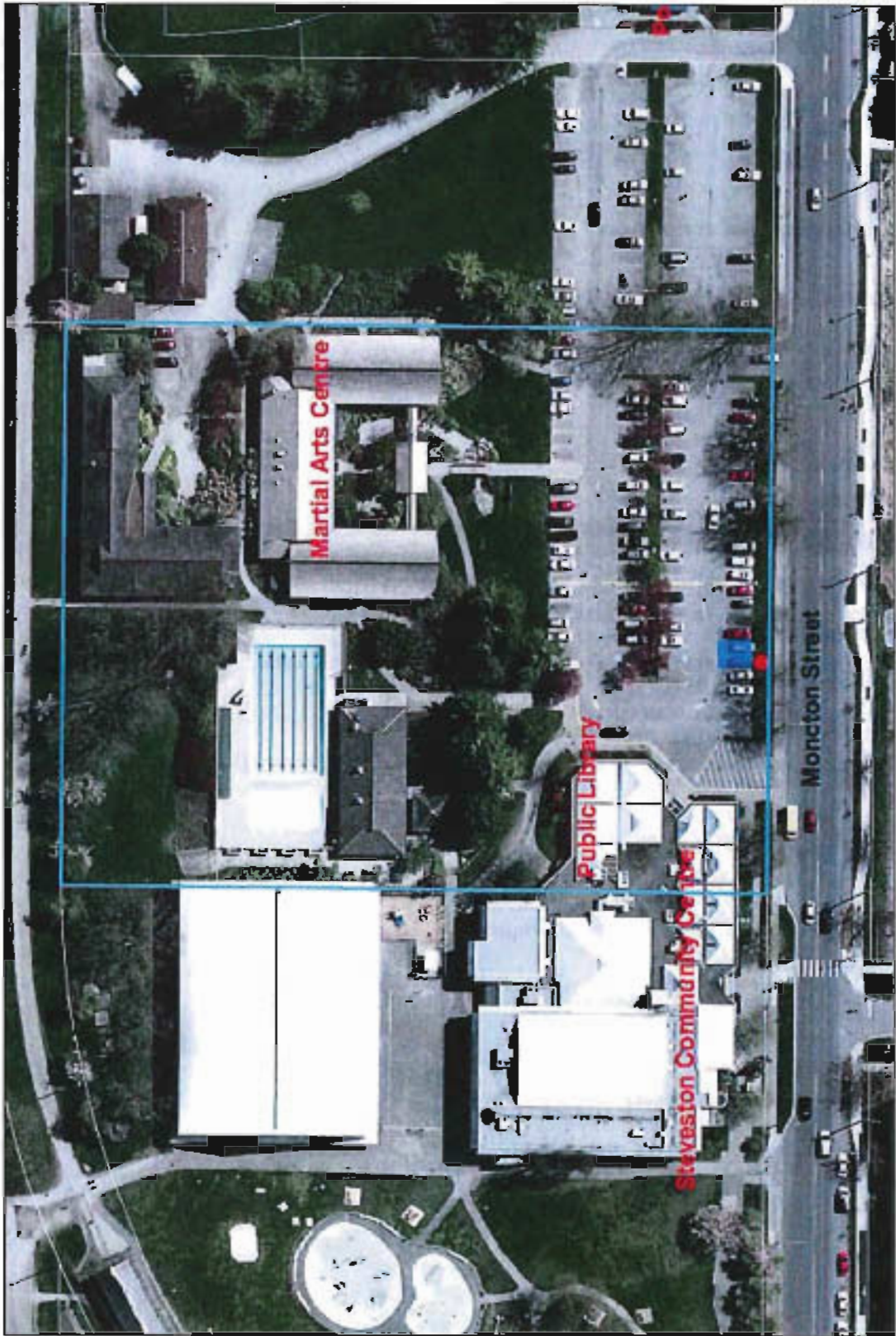
DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*





**Steveston Community Centre**  
**(4111 Moncton Street)**

**Legend**

 N

 Power Supply

 EV Charging Stations

Richmond City Hall

title-BM193729  
 Date: 31-Jul-2012 TITLE SEARCH PRINT Time: 14:46:00  
 Requestor: (P823352) CITY OF RICHMOND - ENGINEERING Page 001 of 003  
 Folio: TITLE - BM193729

NEW WESTMINSTER LAND TITLE OFFICE

FROM TITLE NO: BM193729  
TITLE NO: B3230386  
548900E

(6911 No.3 Road)

APPLICATION FOR REGISTRATION RECEIVED ON: 09 JULY, 1998  
ENTERED: 17 JULY, 1998

REGISTERED OWNER IN FEE SIMPLE:  
CITY OF RICHMOND  
6911 NO. 3 ROAD,  
RICHMOND, SC  
V6Y 2C1

TAXATION AUTHORITY:  
CITY OF RICHMOND

DESCRIPTION OF LAND:  
PARCEL IDENTIFIER: 024-203-581  
PARCEL A SECTION 8 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT  
PLAN LMP38570

LEGAL NOTATIONS:

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE BB1264290  
FILED 2010-04-29

THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 26 OF THE LOCAL GOVERNMENT ACT, SEE BT42660

ZONING REGULATION AND PLAN UNDER THE AERONAUTICS ACT  
(CANADA) FILED 10.2.1981 UNDER NO. T17084 PLAN NO. 61216.

HERETO IS ANNEXED RESTRICTIVE COVENANT 279558C OVER LOT 25 PLAN 21164  
EXCEPT: THE NORTH 14 FEET

CHARGES, LIENS AND INTERESTS:

NATURE OF CHARGE			
CHARGE NUMBER	DATE	TIME	

STATUTORY RIGHT OF WAY  
295811C 1961-01-03 16:19

295811C  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
295811C

REMARKS: INTER ALIA  
ASSIGNMENT OF STATUTORY RIGHT OF WAY 143298C  
PART EXPLANATORY PLAN 12637  
MODIFIED BY BT344758  
MODIFIED BY BT344757

STATUTORY RIGHT OF WAY  
E16237 1969-03-20 13:20  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA TELEPHONE COMPANY  
E16237

Date: 31-Jul-2012      TITLE SEARCH PRINT      Time: 14:46:00  
Requestor: (PB23352)      CITY OF RICHMOND - ENGINEERING      Page 002 of 003  
Folio:      TITLE - BM193729

Page 1

## Attachment 1 (Cont'd)

title-BM193729

REMARKS: EAST 5 FEET OF PART FORMERLY LOT 55  
PLAN 34913 AND ANCILLARY RIGHTS AS  
TO PART FORMERLY LOT 55 PLAN 34913

STATUTORY RIGHT OF WAY  
E20179 1969-04-08 11:48  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
E20179  
REMARKS: INTER ALIA  
PLAN 35071  
ANCILLARY RIGHTS

STATUTORY RIGHT OF WAY  
E21165 1969-04-11 11:07  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA TELEPHONE COMPANY  
E21165  
REMARKS: PLAN 35071  
ANCILLARY RIGHTS  
INTER ALIA

MORTGAGE  
G99272 1971-11-15 12:16  
REGISTERED OWNER OF CHARGE:  
MONTREAL TRUST COMPANY  
"IN TRUST" SEE 99804C  
AND G99272  
G99272  
REMARKS: OF E16237 & E21165  
SUPPLEMENTAL TO 99804C  
INTER ALIA

MORTGAGE  
RD22744 1976-02-25 11:26  
REGISTERED OWNER OF CHARGE:  
MONTREAL TRUST COMPANY  
(REGISTRATION NO. 23T)  
"IN TRUST" SEE 99804C AND RD22744  
RD22744  
REMARKS: OF E16237 & E21165  
SUPPLEMENTAL TO 99804C  
INTER ALIA

STATUTORY RIGHT OF WAY  
RD94574 1979-06-21 08:23  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA TELEPHONE COMPANY  
RD94574  
REMARKS: PLAN 58213

MORTGAGE  
T26272 1981-03-02 09:32  
REGISTERED OWNER OF CHARGE:  
MONTREAL TRUST COMPANY  
"IN TRUST" SEE 99804C AND T26272  
Date: 31-Jul-2012 TITLE SEARCH PRINT  
Requestor: (P823352) CITY OF RICHMOND - ENGINEERING  
Folio: TITLE - BM193729

Time: 14:46:00  
Page 003 of 003

T26272  
REMARKS: INTER ALIA

Page 2

Attachment 1 (Cont'd)

title-BM193729

OF RD94574  
SUPPLEMENTAL TO 99804C  
PLAN 58213

STATUTORY RIGHT OF WAY  
BG6833 1993-01-08 13:04  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
BG6833  
REMARKS: PLAN LMP9400

STATUTORY RIGHT OF WAY  
BG77048 1993-03-08 11:44  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
BG77048  
REMARKS: PLAN LMP10078

STATUTORY RIGHT OF WAY  
BM309360 1998-11-06 14:24  
REGISTERED OWNER OF CHARGE:  
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY  
BM309360  
REMARKS: INTER ALIA

COVENANT  
BP100056 2000-05-03 09:37  
REGISTERED OWNER OF CHARGE:  
CITY OF RICHMOND  
BP100056  
REMARKS: SEC. 219 LAND TITLE ACT

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

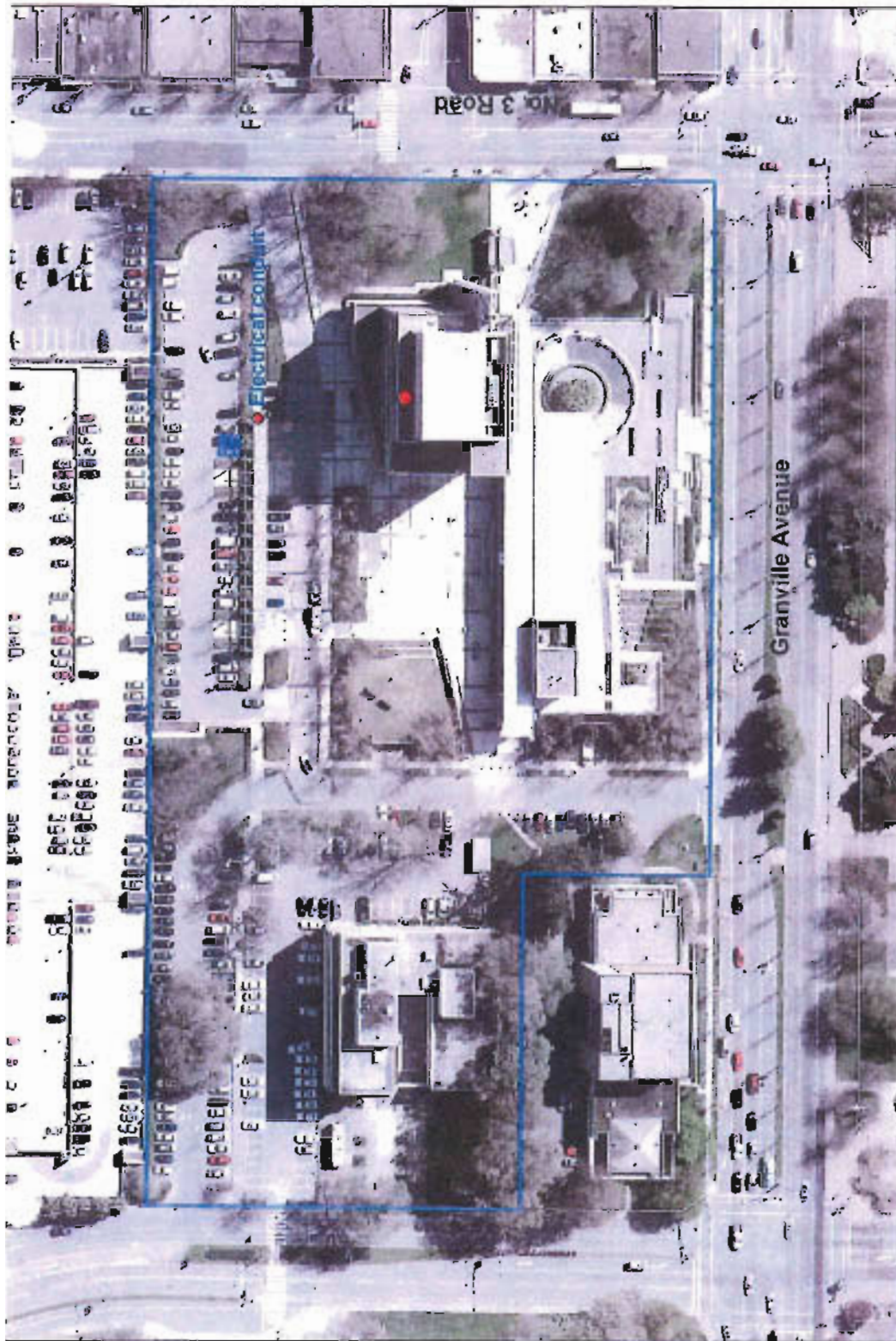
DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

\*\*\* CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN \*\*\*





**Richmond City Hall**  
(6911 No. 3 Road)

Legend  
 Power Supply  
 EV Charging Stations

**SCHEDULE "E"****CCI Fund Station Signage and Design Standards****COMMUNITY CHARGING INFRASTRUCTURE FUND SIGNAGE REQUIREMENTS**

Successful applicants to the Community Charging Infrastructure Fund (CCI Fund) are required to use standard signage at their charging stations sites, based on signage standards and templates to be provided by the Province.

The Province will be providing standards and templates for both "Required Signage" and "Optional Signage / Station Design". The purpose of this is to ensure recognizable features of charging stations across the Province, allow customers to more easily locate charging stations, and raise general awareness around electric vehicles and charging. Unless otherwise noted, the cost for manufacturing and installing the signage is the responsibility of the station proponent.

**Required Signage**

<b>Item</b>	<b>Description</b>	<b>Schedule</b>	<b>Estimated Cost to Purchase / Manufacture &amp; Install</b>
<p>In-town way-finding signs:</p> <p>For community / local government applicants, at appropriate points within their jurisdiction</p> <p>For business and academic applicants, at appropriate points within their jurisdiction (e.g. on their land / in their parking facility), or at appropriate points within the municipality if the entity can arrive at an agreement with the municipality for locating signage</p>	<p>Green EV charging station image on white way-finding signs with arrow indicating direction of station</p> <p>Number dependant on station location and visibility / ease of access (for example, in a large city where the station is in an underground parking lot, have signs at major intersections and at the entrance to the parking lot)</p>	<p>Template files provided for download on the EV Toolkit website by: September 30, 2012</p>	<p>Up to \$100, on existing post or wall</p>

## Attachment 1 (Cont'd)

Information / education boards On wall beside or behind charging station, or on stand-alone display beside or behind charging station	1 information board (total area estimated to be ~ 4ft X 2ft) including information on EVs, EV charging, related programs, community or business host information, relevant logos  Must be within 2 – 20 feet of station in area that received repeat traffic, station must be visible from boards	Mountable signs to be provided by Fraser Basin Council: December 1, 2012	Printing & Shipping of boards (Aluminum / PVC boards & backing): Covered by CCI Fund  Installation & stand: Site-dependent, to be covered by site host, est: \$25 - \$800, depending on how it's mounted.
Station marking sign	Green EV charging station image on white background with wording indicating "EV Charging and Parking"	Template files provided for download on the EV Toolkit website by: September 30, 2012	Up to \$100

**Optional Signage / Station Design**

Item	Description	Schedule	Estimated Cost to Purchase / Manufacture & Install
Parking spot pavement markings	White EV charging image (DCFC for DCFC sites) with green square background, on parking spots with access to charging	Template files provided for download on the EV Toolkit website by: September 30, 2012	~\$700 - \$2,500 depending on materials
Banners on pole above or beside station, to "mark the spot" of the charging station from a distance	1 set of 2 banners (double-sided), with common design graphics for EV stations, and space for community or	Template files provided for download on the EV Toolkit website by: December 1, 2012	Banners with mounting hardware: ~\$700  Banners with new pole and installed:

## Attachment 1 (Cont'd)

	business image & logo		~\$3,500
Other station design elements with common "look and feel"	Pole with lighting and other services  Station canopy with lighting and other services	Template files and estimated costs provided for download on the EV Toolkit website by: December 1, 2012	TBD

**Provincial Signage – Costs Incurred by the Province of B.C.**

Item	Description	Schedule	Estimated Cost
EV Charging Service Signs on highways and provincial right-of-ways	Similar to gas station / accommodation / food signs along highways  White EV charging station image on blue service signs (DCFC sign for DCFC sites)	Design templates and standards completed by September 30, 2012.  Installed as stations deployed, but March 31, 2013	Provincial internal budgets



**Schedule "F" (Optional)****Real-Time Use Pilot Program**

I, the Recipient would like to participate in a pilot program to study the real-time electricity use of charging stations, and I understand the following:

If BC Hydro and BC select the Recipient as a participant in such a program, the Recipient must:

- participate in meetings with BC Hydro and / or BC to determine the Recipient's participation level in the pilot program,
- allow its stations to be part of this pilot program,
- allow BC Hydro and / or BC to attach supplementary electricity metering or demand management equipment to the charging stations at the cost of BC Hydro and / or BC,
- allow BC Hydro and / or BC to access information on the energy demand at the charging stations, including but not limited to minute-by-minute demand, peak demand, average demand, and total demand, either via supplementary equipment attached to the stations, or through the station technology provider's network, to help inform future policy or program development and academic research related to electric vehicle charging in the public space;
- allow BC Hydro and / or BC to test demand management measures via the stations, at the cost of BC Hydro and / or BC, including but not limited to, remotely turning the stations on / off, providing information at the station on the cost and source of electricity provided at the stations, and
- provide information, either through written reports or interviews, to BC Hydro and / or BC on the installation process and decisions to help inform future policy or program development, academic research related to electric vehicle charging in the public space, and the validation of charging infrastructure guidelines.

Signature: \_\_\_\_\_  
(Authorized Signatory)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

Executed  
on behalf  
of: \_\_\_\_\_  
(Recipient Name)





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 16, 2012

**From:** Vern Jacques  
Senior Manager, Recreation

**File:** 11-7200-01/2011-Vol  
01

**Re:** Sponsorship Arrangements at City Subsidized Events Policy

### Staff Recommendation

That the proposed "Sponsorship Arrangements at City Subsidized Events Policy" as presented in Attachment One of the report dated October 16, 2012 from the Senior Manager of Recreation, be approved.

Vern Jacques  
Senior Manager, Recreation  
(604-247-4930)

Att. 1

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Sponsorship	<input checked="" type="checkbox"/>		
Sport Hosting	<input checked="" type="checkbox"/>		
Arts, Culture & Heritage	<input checked="" type="checkbox"/>		
Law	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

At the General Purposes Committee meeting on December 12, 2011, in response to an expressed concern from a Richmond business, a brief discussion ensued about concerns related to City subsidized events for which organizers make exclusive arrangements with businesses such as hotels. Comments were made about the necessity for guidelines, and Committee members expressed their views on the fairness of exclusive arrangements.

It was moved and seconded:

*That staff report back on a policy for City subsidized events and the possibility of non-exclusive commercial arrangements.*

The purpose of this report is to recommend a policy for commercial sponsorship of events held at City facilities that receive subsidized rates.

### Analysis

A common practice by organizers of sports tournaments, conferences and other events is to negotiate a sponsorship fee with commercial businesses such as hotels or transportation providers as a method of generating revenue to offset event related costs. Sponsorship arrangements between event hosts and product or service providers vary considerably, but often involve the supplier paying a percentage commission on services (number of hotel rooms or flights booked) in exchange for advertising targeted to tournament, conference or event visitors.

Product or service providers (most typically hotels) often ask to be the exclusive sponsor of their services for the event, sometimes with the expectation that using the sponsor's service would be tied to the event as a condition of entry. Providing exclusivity to commercial sponsors in exchange for products, services and/or cash is common practice in the private sector. However, in the public sector, providing exclusivity to commercial sponsors sometimes results in complaints from local businesses that may perceive the process as unfair. This situation occurred this past winter for the International Midget Hockey Tournament held over the Christmas break period. The immediate issue was resolved and Council directed staff to develop a policy to address the longer term.

City staff established a working group comprised of representatives of Richmond Arenas Community Association, Richmond Aquatics Services Board and Richmond Sport Council to provide input into a draft Sponsorship Arrangements at City Subsidized Events Policy. Some members of the working group felt that the policy should only reflect accommodation others felt that it should refer to all products and services (transportation, food, beverage, accommodation). Staff, in reviewing this, recommend a broader context that includes all products and services. This would ensure that any sponsorship deal would not result in a tiered pricing approach or participation restrictions.

After considerable discussion, it was the recommendation of the majority of the Richmond sport representatives that the attached draft "Sponsorship arrangements at City Subsidized Events Policy" (**Attachment 1**) be approved by Council.

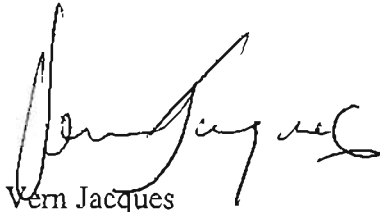
Should this policy be adopted by Council, it will be distributed to all community organizations that host events in City subsidized facilities and to Tourism Richmond as the primary conduit to the hosting industry.

### **Financial Impact**

None

### **Conclusion**

This report recommends a policy on sponsorship of events held at City facilities that are provided by community organizations receiving subsidized rates. The policy indicates that when engaging a particular product or service provider as a sponsor, use of those products or services cannot be a condition of participating in an event.



Vern Jacques  
Senior Manager, Recreation  
(604-247-4930)

Attachment 1	Sponsorship of City Subsidized Events Policy	Doc # 3517985
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### Policy #\_\_ Sponsorship Arrangements at City Subsidized Events Policy

#### It is Council Policy that:

1. The City of Richmond recognizes the desire for sponsorship community organizations to enter into sponsorship arrangements with product and service providers to help offset event operating costs.

In carrying out an event, if City facilities are used/rented/programmed at subsidized rates:

- a) Use of specified products or services cannot be a condition of participating in the event(s) and/or;
- b) Increased fees or penalties or deterrents are not permitted for participants who choose not to use sponsor provided products or services.

#### Penalties:

- Failure to comply with this policy may result in a community organization not receiving preferred access and/or rental rates at City facilities.

## Extract From:

### **Council/School Board Liaison Committee**

Wednesday, October 10, 2012

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#### 1. **CHILD POVERTY ISSUES & INITIATIVES IN THE RICHMOND SCHOOL DISTRICT**

Mr. Foster spoke of the 2011 Census and noted that since much of the data collected by a Statistics Canada was gathered by a voluntary survey, the findings may not be as qualitative. Also, Mr. Foster noted that the long-form questionnaire will no longer be mandatory.

Ms. Pamer provided background information and noted anecdotal findings indicate that the perception of children living at or below the poverty line vary greatly across the District's schools. It appears that there are pockets of needs throughout the City and as a result, it is challenging for the School District to target its resources in the most cost effective manner.

In reply to a query from Committee, Ms. Ayers stated that she was not aware of any grants available for child poverty concerns. However, Ms. Ayers noted that there may be partnership opportunities for programs such as breakfast clubs with community centre associations.

Discussion ensued and it was noted that although child poverty matters are concerning, they do not fall under the School District's or the City's mandates.

Mr. Semple stated an inventory of what is currently being done at the City and at the School District would be valuable and aid in the coordination of both groups' efforts in relation to child poverty.

Discussion further took place and it was noted that statistical information and access to such information in regards to child poverty is limited, as is. A suggestion was made to hold a forum that would be open to all members of the community interested in addressing child poverty.

As a result of the discussion, the following **referral** was introduced:

***That Richmond City Council consider:***

(1) ***That the report to the Richmond Board of Education titled Child Poverty Issues and Initiatives in the Richmond School District, dated September 17, 2012 from the Assistant Superintendent be referred to staff:***

(a) ***for analysis; and***

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- (b) to examine what is being done at the City and at the School District, including comments from the Richmond Community Services Advisory Committee and the Poverty Response Committee and report to the appropriate City Committee; and*
- (2) That staff report back to the Council / School Board Liaison Committee by Spring 2013.*

**CARRIED**



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**17. SOCIAL SERVICES WELLNESS PROGRAMS IN ELEMENTARY SCHOOL GYMS**

Mr. Semple spoke of the City's existing agreement with the School District in relation to the use of elementary school space for recreational use.

Discussion ensued regarding the potential for Richmond non-profit social service agencies to utilize elementary school space for programming activities. As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

*That Richmond City Council consider:*

*That staff explore opportunities for Richmond non-profit social service agencies to provide recreation opportunities under the current City / School District agreement and report back to the Council / School Board Liaison Committee.*

**CARRIED**